

DEPT. OF BUILDING DEVELOPMENT SERVICES
CITY OF SPRINGFIELD, MISSOURI
840 BOONVILLE AVE. 65802
PHONE: (417) 864-1059 FAX: (417) 864-1057
TO REQUEST AN INSPECTION: (417) 864-1066

OFFICE USE ONLY

APPROVED BY: _____

ZONING: _____ PERMIT FEE: \$100.00

PERMIT #: SGN
(Route to RGarner and _____)

APPLICATION FOR SIGN PERMIT

PERMIT FEE MUST ACCOMPANY APPLICATION. MAKE CHECKS PAYABLE TO: CITY OF SPRINGFIELD
NOTE: EACH DETACHED SIGN MUST BE SUBMITTED WITH A SEPARATE APPLICATION & PAYMENT

ADDRESS OF SIGN: _____ SUITE #: _____

SIGN CONTRACTOR: _____ BUS. LIC. #: _____

ADDRESS/ZIP CODE: _____ PHONE #: _____

PROPERTY OWNER: _____ TENANT NAME: _____

TYPE OF SIGN: (Check applicable category)

_____ WALL SIGN (Sign mounted to wall, parallel with wall; includes painted on, etched on, etc., also includes signs on canopy, parapet, awning.)

_____ ON-PREMISE DETACHED SIGN (Freestanding sign advertising service or product located on the same parcel or premise.)

_____ OFF-PREMISE DETACHED SIGN (Freestanding sign advertising service or product NOT located on the same parcel or premise.)

_____ PROJECTING SIGN (Attached to wall and projects from face of wall – not permitted if detached sign on-premise; cannot exceed 20 sq. ft.)

_____ ROOF SIGN (Attached to and located above roof – not permitted if detached or projecting sign on premise.)

TYPE OF WORK: _____ NEW SIGN _____ ALTERATION _____ REPAIR

FEATURES: _____ ILLUMINATED _____ NON-ILLUMINATED _____ ANIMATION
_____ FLASHING LIGHTS (Animation & flashing lights required to be at least 10' above grade.)

ESTIMATED VALUE OF SIGN: \$ _____

DIMENSIONS OF SIGN: _____ **TOTAL SQ. FT.:** _____
(Measurement includes extremities of sign, such as decoration, structure trim, lights, etc.)

DOES ANY PART *PROJECT OVER* OR *LOCATE* IN RIGHT OF WAY? _____ (Signs prohibited in right of way, or projecting right of way. **Exception:** where city sidewalk joins building; special agreement required.)

I hereby certify the owner of record authorizes the proposed sign, and I have been authorized by the owner to make this application as his authorized agent, and we agree to conform to all applicable laws of this jurisdiction.

Signature _____ Phone _____ Date _____

Title: _____ Contractor _____ Owner _____ Agent for Owner (Method of Payment: _____)

COMPLETE REVERSE SIDE OF FORM - NOTE DRAWINGS REQUIRED.

ARE THERE EXISTING SIGNS ON PREMISE: _____ YES _____ NO

If yes, please describe: _____ Detached Sign Size: _____
_____ Wall Sign Size: _____

Is this sign being attached to existing sign? _____ YES _____ NO

If this is an alteration, repair, etc., please describe: _____

ELECTRICAL CONTRACTOR: _____
(Electric permits required, **by a licensed electrical contractor**, if illuminated, flashing lights, or any wiring is being placed for sign.)

OTHER REMARKS: (Indicate type of materials sign is made of.) _____

DRAWING and/or PLOT PLAN REQUIRED WITH THE FOLLOWING INFORMATION DESIGNATED:

1. PLOT/SITE PLAN REQUIRED, **DRAWN TO SCALE**, FOR DETACHED FREESTANDING SIGNS, PROJECTING SIGNS, AND ROOF SIGNS
 - a. Legal description of property
 - b. Dimensions of property
 - c. Drawings showing details of construction, including loads, stresses and anchors. Drawings must be sealed by a Missouri registered design professional
 - d. Distance to the closest off-premise sign, measured radial from any portion of the signs, and shown on a survey prepared by a licensed engineer or surveyor in the State of Missouri (this requirement for off-premise signs only)
 - e. Dimensional location of the sign structure adjacent to property lines and easements
 - f. Any easements, storm detention or drainage areas
 - g. Width of right of way
 - h. Sight vision triangle measurements for driveways and intersection corners if sign is within 100 feet of driveway or intersection
 - i. Streets adjacent to sign, elevation of street grade (grade of street nearest sign location)
 - j. Locations of and distance from other detached sign on the same parcel and/or premise
 - k. Distance to residential zoning district within 25 feet of sign location
2. ELEVATION DRAWING REQUIRED, **DRAWN TO SCALE**, ON WALL SIGNS AND DETACHED SIGNS:
 - a. All dimensions of sign to include structure, lighting, and all extremities
 - b. Drawings showing details of construction, including loads, stresses and anchors. Drawings must be sealed by a Missouri registered design professional
 - c. Dimension and height from grade to bottom surface of sign area
 - d. Dimension and height from grade to uppermost portion of sign
 - e. Dimension from building wall face to face of sign
 - f. Lineal footage of each building wall having frontage on a street
3. ON ALL OFF PREMISE SIGNS, AN APPROVED PERMIT FROM THE MISSOURI HIGHWAY AND TRANSPORTATION DEPARTMENT IS REQUIRED TO BE SUBMITTED WITH THIS APPLICATION.
4. UPON RECEIPT AND REVIEW OF THE APPLICATION AND PLANS, ADDITIONAL INFORMATION NOT STATED ABOVE MAY BE REQUIRED.

ALL DETACHED SIGNS REQUIRE A FOOTING INSPECTION PRIOR TO THE CONCRETE BEING POURED. INSPECTION MUST BE REQUESTED BY 8:00 A.M. TO RECEIVE A SAME DAY INSPECTION, (417)864-1066.

NOTE: CONTACT (417) 864-1059 IF YOU HAVE ANY QUESTIONS.